



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/306/18/11/OAA

ISSUANCE DATE: February 07, 2018

CLOSING DATE/TIME: February 21, 2018

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Secretary, FSN-07 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Brian Carney
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** USAID/306/18/11/OAA
- 2. ISSUANCE DATE:** February 07, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 21, 2018 no later than 4:30pm Kabul time.
- 4. POSITION TITLE:** Secretary (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to FSN-07 (Step 1-13)
In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

- 1. General Statement of Purpose of the Contract**

This position is located in USAID's Office of Acquisition and Assistance (OAA) in Kabul, Afghanistan. The primary purpose of this position is to serve as a team member of the USAID/Afghanistan's Office of Acquisition and Assistance. The incumbent is responsible for coordinating, organization and monitoring the work necessary for the orderly and efficient functioning of the OAA. The incumbent provides a full range of clerical and administrative support, and maintain and update various databases, systems and trackers for the office.

- 2. Statement of Duties to be Performed**

Administrative:

The incumbent's duties are as follows:

1. Responsible for the submission of the Office's Time and Attendance within established deadlines;
2. Establishes and maintains the official files of the Office in accordance with established guidelines in coordination with the Communications & Records (C&R) Office and maintains a current and up to date data base for the control of all documents and written communications received by the OAA, and initiates follow-up when needed;

3. Gathers necessary background information, supporting documentation/communication and prepares reports on administrative and project related matters for meetings involving the OAA;
4. Manages office supplies and maintenance requests for office by submitting requests for office supplies and ensure proper storage of same and maintenance requests for the OAA and follow-up to ensure requests are completed in a timely manner;
5. Keeps current on new procedures such as directives, notice, and instructional materials pertaining to administrative practices and clerical procedures required in the performance of duties.
6. Prepares in final form various reports, letters and other documents and answers routine correspondence required of the OAA;
7. Responsible for the submission of OAA eCC's, Embassy Air Flight requests as needed, Regional Security Office (RSO) movement requests, submit and track additional office requests as required;
8. Maintains A&A calendar with authority to commit to meetings and provides the Direct and Deputy Director and other members of the Office with updates on calendar commitments as they occur, when meetings have been committed to in the member's absence, specifically ensures s/he is fully briefed on the reason for the meeting and gathers necessary supporting documentation, as the situation warrants;
9. Screens phone calls and visitors, process and submit visitor requests and ensure they are directed to the correct staff and, as instructed, provided information on routine questions that occur;
10. Ensures all Temporary Duty (TDY) staff to the OAA have been assigned a work and living space during visit with necessary e-mail and other computer related support as well as ensuring accommodations have been made and that the individual(s) is/are being met.

Acquisition and Assistance Administrative duties:

1. Maintains accurate trackers used by the OAA. For example: Active awards list, Contracting/Agreement Officer Representative (C/AOR) list, track Contract Performance Assessment Reporting System (CPARS) status for the OAA and other trackers as needed.
2. Performs duties as the Mission point of contact for Global Acquisition and Assistance System (GLAAS) and CPAR systems. Perform the required administrative duties for each system.
3. Perform Award close out procedures for expired awards. Perform simple contract modification such as incremental funding actions. Perform simple contract administrative actions as needed, i.e. approval letters.

3. Supervisory Relationship

The incumbent is under the general day-to-day and technical supervision by the OAA Director or the Deputy OAA Director. Technical guidance will be provided primarily by the OAA Director and also by his/her designee as appropriate. All documents presented to the immediate supervisor and/or the Contracting Officer (CO) for signature should be complete, in final form and rarely require major editorial changes, corrections or revision. The OAA Director or the Deputy OAA Director who has direct responsibility over the position will: (1) establish annual work objectives and performance measures in collaboration with the supervised employee; (2) review accomplishments to ensure compliance with Agency policy; (3) provide feedback throughout the year; (4) develop an individual training plan (IDP) for the position; (5) ensure implementation of best practices in contract/commodity procurement in support of Mission Strategic Objectives and overall program goals; and (6) prepare the required annual Performance Evaluation Report(s) obtaining 360 degree input from customers and clients. In addition, the OAA Director or the Deputy OAA Director will approve time and attendance and leave requests only after they have been cleared in advance. Incumbent is required to exercise self-initiative and sound judgment in independently performing work as/when assigned. Technical review of work by the supervisor is for compliance with Mission Orders, Federal and/or Agency acquisition policies and regulations. Must be aware of and understand work practices and general functions of the Office.

4. Supervisory Controls

Incumbent does not have supervisory responsibilities.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: At least two (2) years college diploma (i.e associate degree) in secretarial science, office management, business administration, management studies, public administration, or marketing is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: Three (3) years of related administrative and clerical experience in a private/public organization, non-governmental organization or diplomatic mission is required (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required. (English language ability will be tested).

Knowledge: Knowledge of filing systems and correspondence procedures and format. Good understanding of general office skills, secretarial and administrative matters. Good presence and general etiquette in order to interact with a wide range of individuals. Working knowledge of computerized programs, such as MS Word and MS Excel. The incumbent must have a good understanding of the operational environment is also essential to achieve the best results in the process of data and verification.

Skills and Abilities: Excellent interpersonal. Oral and written communication skills are absolutely required for the level and nature of interaction with teams/technical offices, support offices and especially vendors/contractors and recipients. The ability to work effectively in a diverse team environment and adapt to the existing work and the Mission environment is required. A strong focus on “attention to detail” is critical and strong computer skills are critically important and are required in order to use a variety of computer programs (Microsoft Windows, MS Word, Access, OUTLOOK, Excel and PowerPoint.) The ability to work calmly, tactfully and effectively under pressure is essential as is the ability to maintain strict confidentiality and high procurement integrity and ethical standards throughout all phases of the daily work assigned is required. The ability to organize, prioritize, and follow through on work assignments with minimal supervision is required. Strong proofreading skills and attention to detail are essential. The ability to work effectively as a member of an established team in a culturally diverse work environment is required. The incumbent must be a self-starter. While excellent interpersonal skills are absolutely essential, so are strong analytical, negotiating and time management skills. The ability to prepare presentations on Microsoft PowerPoint is required. The ability to work calmly, tactfully and effectively under pressure is essential, as is the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of the duties and tasks assigned.

The incumbent must have the ability to prepare Notices, reports, and/or documents related to USAID Afghanistan Acquisition Program and Activities in English with little or no editorial corrections/changes. Mastery of English grammar and spelling, punctuation, paragraph and sentence structure is required. In compliment with required language proficiencies, the incumbent is required to have demonstrated proficiency in typing various correspondence formats (i.e., cables, memoranda, letters, reports, faxes, etc.)

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- | | |
|------------------------|-------------------|
| • Work Experience | 30 points |
| • Job Knowledge | 30 points |
| • Skills and Abilities | 40 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for an English Proficiency Test, written examination, and to an oral interview. Candidates will be selected based on total scores for written examination, and oral interview.

IV. PRESENTING AN OFFER

1. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Secretary (OAA 1811).**
Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At

the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.